



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)



December 5, 2019

Colleen Homb  
PO Box 2315  
Manitowoc, WI 54220

RE: Magical Trolley Ride to the North Pole – December 6 & 7, 2019 – WAIVER OF FEES

Dear Ms. Homb:

Your request for a waiver of fees for the use of traffic control equipment in order to block parking stalls for trolleys on the north side of Franklin Street between S. 8<sup>th</sup> and S. 9<sup>th</sup> Streets on December 6 & 7, 2019, for the Magical Trolley Ride to the North Pole event, was acted upon by the Special Events Committee on Wednesday, December 4, 2019 at which time the Committee granted your request.

Your certificate of insurance is on file.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,



Deborah Neuser  
City Clerk

DN:mrk

cc: Chief of Police Nick Reimer  
Fire Chief Todd Blaser  
Sandy Ronski, Operations Clerk II  
Karen Dorow, Business Manager

*Deborah Neuser, CMC, City Clerk*  
**CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543**  
**Phone (920) 686-6950 • Fax (920) 686-6959 • [dneuser@manitowoc.org](mailto:dneuser@manitowoc.org)**

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 12/4/2019

EVENT NAME: WAIVER OF FEES: Magical Trolley Ride to the North Pole

ORGANIZER: Lakeshore CAP of Wisconsin - Julie Ribley

EVENT DATE: 12/6 - 12/7/19

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of traffic control equipment to block parking stalls for trolleys on the north side of Franklin St. between S 8th & S 9th

## ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	147
TOTAL DEPT. COSTS	147

## ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	75
(if delivery requested)	
WAIVED -ROOM TAX	222
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

*See attached e-mails*

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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## Sandy Ronski

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**From:** Dan Koski  
**Sent:** Wednesday, December 04, 2019 12:09 PM  
**To:** Jason Freiboth; Sandy Ronski; SpecialEvents  
**Subject:** RE: APPROVAL NEEDED ASAP - Waiver of Fees Request - Magical Trolley Ride to the North Pole 12-6-19 to 12-7-19

Approve

Thanks

***Dan Koski, PE***

Director of Public Infrastructure  
City of Manitowoc  
900 Quay Street  
Manitowoc, WI 54220

[dkoski@manitowoc.org](mailto:dkoski@manitowoc.org)

Phone: (920) 686-6910

Fax: (920) 686-6906

[www.manitowoc.org](http://www.manitowoc.org)

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**From:** Jason Freiboth  
**Sent:** Wednesday, December 04, 2019 12:06 PM  
**To:** Sandy Ronski; SpecialEvents  
**Subject:** RE: APPROVAL NEEDED ASAP - Waiver of Fees Request - Magical Trolley Ride to the North Pole 12-6-19 to 12-7-19

I approve waiver of fees.

*Deputy Chief Jason Freiboth*

Manitowoc Police Department

910 Jay Street

Manitowoc, WI 54220

Office – (920) 686-6562

Cell Phone – (920) 323-0391

"We are committed to providing excellent police services and an unrelenting pursuit of justice, while maintaining order and securing a safe environment for everyone."

## **Sandy Ronski**

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**From:** Elizabeth Majerus  
**Sent:** Wednesday, December 04, 2019 12:11 PM  
**To:** Sandy Ronski; SpecialEvents  
**Subject:** RE: APPROVAL NEEDED ASAP - Waiver of Fees Request - Magical Trolley Ride to the North Pole 12-6-19 to 12-7-19

Approved.

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**From:** Sandy Ronski  
**Sent:** Wednesday, December 4, 2019 12:00 PM  
**To:** SpecialEvents  
**Subject:** APPROVAL NEEDED ASAP - Waiver of Fees Request - Magical Trolley Ride to the North Pole 12-6-19 to 12-7-19

Please review & approve this Waiver of Fees request by e-mail for the use of traffic control equipment for the Magical Trolley Ride to the North Pole this week! This is a recurring request that was received today.

Thank you!

**Sandy Ronski**  
Operations Clerk II  
Transit, Cemetery, & Parks  
City of Manitowoc  
900 Quay St.  
Manitowoc, WI 54220  
920-686-6518  
920-686-6525 fax  
[www.manitowoc.org](http://www.manitowoc.org)

## Sandy Ronski

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**From:** Todd Blaser  
**Sent:** Wednesday, December 04, 2019 12:34 PM  
**To:** Sandy Ronski; SpecialEvents  
**Subject:** RE: APPROVAL NEEDED ASAP - Waiver of Fees Request - Magical Trolley Ride to the North Pole 12-6-19 to 12-7-19



Approved!

**Todd M. Blaser, Chief of Fire Rescue**  
**Manitowoc Fire Rescue Department**

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## **Sandy Ronski**

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**From:** Steve Corbeille  
**Sent:** Wednesday, December 04, 2019 1:22 PM  
**To:** Sandy Ronski; SpecialEvents  
**Subject:** RE: APPROVAL NEEDED ASAP - Waiver of Fees Request - Magical Trolley Ride to the North Pole 12-6-19 to 12-7-19

Approve

**From:** Sandy Ronski  
**Sent:** Wednesday, December 04, 2019 12:00 PM  
**To:** SpecialEvents <[specialevents@manitowoc.org](mailto:specialevents@manitowoc.org)>  
**Subject:** APPROVAL NEEDED ASAP - Waiver of Fees Request - Magical Trolley Ride to the North Pole 12-6-19 to 12-7-19

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**CITY OF MANITOWOC - PARKS DIVISION**  
**SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES**  
**FOR USE OF CITY FACILITIES OR EQUIPMENT**

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Public Infrastructure Committee and the group or organization will be notified within 15 days of submitted request.

**A CURRENT FINANCIAL REPORT FOR THE PREVIOUS TWO (2) YEARS INDICATING ALL EXPENSES AND ALL REVENUES OF THE GROUP/ORGANIZATION MUST ACCOMPANY THIS FORM PRIOR TO THE COMMITTEE REVIEWING THE REQUEST.**

**ALL QUESTIONS MUST BE ANSWERED**

Name of event: Magical Trolley Ride to the North Pole

1. Name of club/organization making request Lakeshore CAP Inc. of Wisconsin  
Address PO Box 2315, Manitowoc, WI 54220 Telephone 920-682-3737
2. Names of club officers: 

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
President <u>Colleen Homb</u>	<u>PO Box 2315, Manitowoc, WI</u>	<u>920-682-3737</u>
Secretary <u>CASA Director-Julies Ribley</u>	<u>812 Washington Street, Manitowoc, WI</u>	<u>920-242-6727</u>
Treasurer _____		
3. Facility requested: Parking spaces on North side of Franklin Street  
Equipment requested: barricades and cones
4. Specific dates and hours facility/equipment will be used: Date 12/6 and 12/7 Hrs. 2-7pm
5. Please explain your request, as to what fees you desire waived or reduced and reasons.  
We are requesting all fees to be waived. Funds spent on this expense to not end up going to the programs this fundraiser is supporting. If waived it is additional financial support staying within Lakeshore CAP programs that benefit the residents of Manitowoc County.
6. Which do you consider your group to be?  
A. Community service \_\_\_\_\_ B. Non-profit X C. Private business \_\_\_\_\_  
D. Club or organization \_\_\_\_\_ E. Other, please explain \_\_\_\_\_
7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?  
Yes X No \_\_\_\_\_
8. If #7 is "yes," explain and list specific charges Tickets are \$30/adult and \$25/child. Tickets include the entire event which is a trolley trip to the North Pole (Holiday Inn) to see Santa, do crafts, games and other family friendly activities.
9. What will revenues be used for? To support programs at Lakeshore CAP and CASA of Northeast WI that work with at-risk families and children.
10. Do you wish to meet personally with the Committee to discuss this request? Yes \_\_\_\_\_ No x  
If "yes," please provide the following information of individual to contact:  
Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Signed Colleen Homb

Date 12/4/19

Please attach any additional information which you feel will assist the committee in evaluating your request.